

**IOWAccess Advisory Council Meeting
Minutes of April 19, 2004**

F i n a l

Present: Quent Boyken, Herb Strentz, David Redlawsk (by phone), Mary Maloney, Jane Ginapp, Craig Hiemstra (by phone), Sheila Castaneda (by phone), Kelly Hayworth, Gail Flagel (by phone), Glen Dickinson (by phone), Dick Neri, Miriam Ubben

Absent: Marsha Ternus, Bob Brunkhorst, Bill Dotzler, Ervin Dennis, Greg Stevens

Guests: John Gillispie, Tim Erickson, Lorrie Tritch, Mollie Anderson, Marianne Mickelson, Mark Uhrin, Denise Sturm, Dean Lerner, DIA, Judy Harrison, DIA, Dr. Kurt Thurmaier, Tim McLaughlin, Diane Van Zante

Council Chair, Quent Boyken, opened the meeting and noted that a quorum of members was present. A bill (House File 2467) that would reduce the council's quorum requirements to a simple majority was passed by both the House and Senate. At present, the bill is on the Governor's desk, waiting for signature.

This is Craig Hiemstra's last council meeting, as his term expires at the end of April. On behalf of the Council, Quent thanked Craig for his years of service.

- 1) Review and Approve Minutes from January 26, 2004 Meeting – Kelly Hayworth moved approval of the January minutes. Dick Neri seconded the motion. An oral vote was taken, approving the minutes as written.
- 2) Financial Report – Denise Sturm. Denise distributed an updated financial statement for the IOWAccess Fund, showing earnings and expenses through March 31, 2004. Earnings year-to-date are \$3.2 million, actual expenditures total \$1.5 million, leaving net assets of \$1.9 million. Subtracting \$1.1 million for approved projects, the unobligated cash balance is \$739,699. A more coordinated effort between finance and project management is needed to ensure that financial summaries reflect council actions.
- 3) Project Updates – Quent provided a project update spreadsheet detailing approved and pending projects. The Council has approved ten projects to date. Quent gave an overview of the status of individual projects. Assuming that the Legislature settles the gaming dispute, funding for the electronic tax administration project may come from the pooled technology account, as originally planned. That would mean that IOWAccess money approved for that purpose would be returned. Council members were surprised that approved projects hadn't come further since they were approved and didn't want to see projects wilt on the vine. ITE staff responded that several of the projects were being delayed at the sponsoring agency's request.

Should IOWAccess funds be restricted to state agencies? One potential project, the Iowa Diversity Education Network, is from an entity that is not part of state government. Further exploration is needed to determine if the project qualifies for funding. John Gillispie suggested contacting the Attorney General's Office and advised that he would do so. The law initially indicates that the money is for state, federal, and local agencies. Quent asked that a similar project update spreadsheet be provided on a monthly basis. *

- 4) DIA Restaurant Project Request for Additional Funding – The original estimate for this project was \$55,000, however the actual estimate should have been closer to \$125,000. Dean Lerner, Deputy Director of the Department of Inspections and Appeals (DIA), summarized the project as sort of a “Dirty Dining” on the web. People can view restaurant inspections online. Judy Harrison, Food and Consumer Safety Bureau Chief, stated that her bureau is responsible for inspecting all food and lodging establishments in Iowa. This includes grocery stores, farmers markets, egg handlers, temporary food stands, barbers, food warehouses, etc. Current inspection reports are handwritten and then manually entered into a database. DIA's goal: automated statewide inspections. A redesigned database would allow DIA to provide inspection data on the web for citizen access, the capture of data required by the FDA, and online registration of food/lodging establishments. The Council asked if any other funds were being used for the project? At this time, there are no other funding sources, however DIA is trying to secure grant money for PDA's. If the Council approves the funding at the \$125,000 level, that amount should take the project through completion. Mary Maloney moved, seconded by Dick Neri, that the Council approve the full \$125,000 for the project. An oral vote was taken, resulting in unanimous approval.

A question was posed about the cost estimate process that resulted in the original underestimate. Mark Uhrin responded that it should be less of an issue, as ITE is now completing more thorough assessments. Mark also indicated that he did not anticipate any changes to the estimates for the two remaining DIA projects. Council members feel it is fairly important to stick with the original approved amount and would like project figures to be as accurate as possible. If a project comes back with a request for more money and the money isn't available, the money that has already been spent may be wasted.

- 5) ROI Changes – Since the Council approved the revised ROI form a few months ago, there have been some very minor, nonmaterial cleanups to the form. The changes were highlighted briefly. Sheila Castaneda moved approval of the revised ROI form, seconded by Jane Ginapp. An oral vote was taken, approving the motion.
- 6) Funding Request for 28E Project – Dr. Kurt Thurmaier, Iowa State University. Discussion on this project began at the January council meeting. The project has three layers: a data layer, an information layer, and a knowledge layer. The knowledge system would be Internet based, available to and searchable by both citizens and public officials. There are two types of projects: short-term project

specific, and ongoing. Participating governments will learn about the best and worst practices in inter-local collaboration and help each other improve services across the State of Iowa. The first phase goes back to 1993.

Quent asked the county and city representatives on the council how they viewed the project. Mary Maloney felt it would be very helpful since most governments are doing a lot of collective projects and this tool would allow you to find out what others are doing. Kelly Hayworth indicated that a key benefit was not having to reinvent the wheel; normally you miss a lot of information because you don't know what's already been done. ITE has also received three letters of support for the project. Council members questioned why ISAC (Iowa State Association of Counties) and the League of Cities hadn't pursued the idea and whether the Secretary of State's Office had any objections? Mary didn't believe that ISAC or the League of Cities had the funds, platform, or technology to do so. The Secretary of State's Office has no objections, but has limited resources to do anything except what's required by law. ISAC and the League are actually working with ISU on the other end of things. Who is the custodian of this information? ITE is the custodian; it has to work on the IOWAccess server. How much is budgeted for software development? About \$28,000. Quent Boyken and Sheila Castaneda both expressed their support for the project. The council discussed the total amount of funding needed and the possibility of reducing the cost by collecting data back to 1993, rather than going back to 1971. Question: If the council only approves going back to 1993, will that doom the success of the next phase? No. If the council approves only the first phase, the funding request would be for \$130,660. Dr. Thurmaier expressed confidence that the Secretary of State's Office, League of Cities, and ISAC would allow access to records and commit time to the project.

Kelly Hayworth moved that the Council approve the first phase at \$130,660. Mary Maloney seconded the motion. An oral vote was taken, resulting in unanimous approval.

- 7) IOWAccess Mandate and Mission – A copy of the applicable portion of HF534 was included in the council meeting packet. The proposed mission statement comes directly from the legislation: “The mission of the IOWAccess Advisory Council is to create and provide a gateway to the citizens of Iowa for the purpose of one stop electronic access to government information and transactions, whether federal, state, or local.” The Council has evolved through different iterations and now delegates funds. Council members also spend a lot of time evaluating state needs and citizen needs. Herb Strentz suggested that the code section be added to the mission statement. The Council's goal was to have a concise mission statement to remind them of their purpose. Jane Ginapp and Sheila Castaneda agreed to work on the mission statement and bring it back to the next meeting.
- 8) IOWAccess Audit – John Gillispie explained that an audit is required once a year to insure that government records and other electronic data are not misused. The

Measurement and Planning Division within the Department of Administrative Services conducted the audit. No misuse was found.

- 9) Process for Changing or Enhancing an Approved Project – ITE proposed a set of guidelines for changing or enhancing an already approved IOWAccess project, as follows:

Amount of funding requested	Recommendation required
Within the original budget	ITE’s COO
Within 20% of the original budget or \$25,000, whichever is less.	ITE’s COO and IOWAccess’ Chairperson
Over 20% of the original budget or \$25,000, whichever is less.	Request brought to the full IOWAccess Advisory Council for review

If a project comes back to the Council, is a revised ROI needed? Mark Uhrin replied that ITE would generate a change request form. The Council suggested some sort of written documentation that contrasts what “was” and what “is” being proposed. After some discussion, council members recommended the following revised guidelines:

Amount of funding requested	Recommendation required
Within the original budget	ITE’s COO. Change reported to council members at their next meeting.
Within 20% of the original budget or \$25,000, whichever is less.	ITE’s COO and IOWAccess’ Chairperson, only after e-mail notice to council members to allow opportunity to provide Council Chair with feedback.
Over 20% of the original budget or \$25,000, whichever is less.	Request brought to the full IOWAccess Advisory Council for review. Must include change order summary.

Kelly Hayworth moved approval of the revised proposal. Herb Strentz seconded the motion. An oral vote was taken with all members voting to approve.

- 10) Elect Chair/Vice-Chair and Discuss Membership – The Code of Iowa states that the IOWAccess Advisory Council will annually elect a Chair from among its voting members. Kelly Hayworth moved that the current chair (Quent Boyken) and vice-chair (Herb Strentz) be retained. Sheila Castaneda seconded the motion. An oral vote was taken and unanimously passed.
- 11) Wrap up and Adjourn – John Gillispie announced that the contract between the State and Iowa Interactive had been signed. The new contract should bring about \$400,000 back to the IOWAccess revolving fund.

The next council meeting was set for June 17, 2004 from 9:30 a.m. to noon. Agenda items for the next meeting: Department of Public Safety projects, and the E-Government Research project.

There being no further business, the council meeting adjourned at 3:50 p.m.

* Subsequent to the meeting, the following clarifications were made with respect to the monthly updates. Two reports should be distributed to council members around the 25th of the month, summarizing activity through the end of the preceding month:

- a) An updated project list spreadsheet (along with any other explanatory memos needed)
- b) Monthly financial reports